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*Selby*

2 May 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report - Week Ending  
2 May 1975

1. Interns: Fifty-four Summer Intern applicants remain in process, with 37 now fully cleared. The first three will enter on duty on 5 May. Since the first Intern Orientation Briefing is not scheduled until 20 June, our early Interns are being given a kit to assist them during the interim period. The kit contains materials on the organization and functions of the Agency, intelligence terms and abbreviations, a list of reference facilities, a floor plan of the Headquarters Building and a shuttle bus schedule.

2. Intern and Co-op Housing: Twenty-three housing listings for Interns and Co-ops are now available. One person has leased a townhouse and made three bedrooms available to other Interns.

3. Advertising: An advertisement for economists which ran this week in the East Coast edition of The Wall Street Journal, The Los Angeles Times, The New York Times, and The Washington Post has resulted in the advertising departments of several minority publications phoning the Agency asking for authorization to run the same ad in their papers as a means of reaching the minority community. We have explained to callers reaching our Recruitment Office that we cannot authorize advertising by phone and that literature quoting rates and circulation and identifying the publication would have to be sent to us and that we would forward that information to the Agency Advertising Committee for consideration, as is customary. Mr. Angus Thuemer's office has been advised of these calls.

4. Contract Guards: We are indeed fortunate that input of contract guards from the local area for OD&E continues at a good pace. During the current week, for example, we received 20 full sets of application papers, which were developed by our local recruiters.

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6. Hire the Handicapped: Our Correspondence Branch will receive a new employee on 12 May who is deaf and cannot speak. The Branch Chief is being provided with sign language cards and we will attempt to purchase viewers and cartridges used in self-study manual communication.

7. PASG: The Director of Personnel and Chief, Plans Staff/OP met with the Director to discuss implementation of the new personnel approaches.

8. Planning for Critical Days: A meeting was held with representatives of DAC and OJCS to discuss the backup required for personnel systems as we have been experiencing down-time on days critical to staffing and personnel action processing. DAC will arrange to switch two of the four terminals in the OP Position Inventory and one of the two terminals in Chamber of Commerce Building to the 195 when the IBM 65-2 is down. A calendar through 1975 has been furnished DAC indicating the crucial dates.

9. Single Ceiling: The work orders to accomplish the change to the Agency single ceiling have been completed and submitted to OJCS. They have begun work on this project. Instructions on changes in procedures to record the single ceiling have been prepared and furnished to Transactions and Records Branch and Contract Personnel Division.

10. Blood Donor Program: The value of the Agency's Blood Donor Program was again demonstrated this week when we replaced 65 pints of blood for the father of an Agency employee.

11. EEO: Four members of the Benefits and Services Division attended a two-day OTR seminar this week on Equal Employment Opportunity.

12. Award: The Deputy Director for Operations presented an Exceptional Accomplishment Award of \$2,000 on 1 May 1975 to an officer attached to [redacted]. This is the sixth Exceptional Accomplishment Award approved for employees of the DDO.

13. Regulations and Notices: We forwarded to Regulations Control Branch requests for publication of: (a) Headquarters [redacted] Notices on 25X1 VIP audit and verification of accounts and (b) deletion of paragraph j of [redacted] (Scientific and Technical Personnel Advisory Committee).

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14. Storage and Shipment of Household Effects: As a follow-up to an item in a previous weekly report, the labor dispute between [redacted] 25X1A has been settled. Normal operations of these companies began on 29 April 1975. Chief, Central Processing Branch reports that no major problems arose during the "lockout" which went into effect 1 April 1975.

15. Rehired Annuitants: During the week the Director of Personnel approved the following rehired annuitant case for the Directorate of Administration:

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[redacted] -- Office of Training --  
Independent Contractor -- one-year extension.

16. Savings Bonds: The Agency's 1975 Savings Bonds Rally was held in the auditorium on 30 April. Approximately 150 keypersons and vice-chairpersons were in attendance. Mr. Winston L. McMullen, National Labor Representative, U. S. Savings Bonds Division, Department of the Treasury, was the guest speaker. Our campaign will run from 1 May through 30 May 1975.

Coming Events:

1. The EAA Softball Season begins on 5 May with three games starting at 6:00 p.m. Two men's leagues and one women's league involving a total of 30 teams and an estimated 480 players will play a schedule of some 300 games between that date and 11 August when the tournament begins.

2. We will prepare for the bi-monthly MBO meeting scheduled for 12 May.

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[redacted]  
Acting Director of Personnel

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